



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR MOBILITY COMMAND

MEMORANDUM FOR 18 AF/CC  
AMWC/CC


ALL AMC WING COMMANDERS  
AMC STAFF

NOV 29 2004

FROM: AMC/CC  
402 Scott Drive, Unit 3EC  
Scott AFB IL 62225-5310

SUBJECT: Alternative Dispute Resolution (ADR) in Workplace Disputes

1. In a 10 June 2004 memo to all MAJCOM and FOA commanders, the Secretary of the Air Force urged us to make a personal commitment to ensure we achieve the full measure of benefits of ADR and AFI 51-1201, *Alternative Dispute Resolution in Workplace Disputes*.
2. The ADR processes have proven to be highly effective in resolving workplace disputes fairly and quickly. Additionally, they help to maintain a productive work environment which is essential to mission accomplishment. I want to maximize the use of ADR in workplace disputes to the most practicable and appropriate extent. Although ADR may not apply to every workplace dispute, it is a viable alternative for a majority of them. Commanders and their staffs are responsible for making every reasonable effort to ensure supervisors and employees have the tools to resolve disputes in a way that preserve integrity in the workplace.
3. Many of you already have appointed an ADR Champion to manage your program and to develop your plan commensurate with the dispute workload and mission requirements at your base. Your ADR Champions should be regarded as fair and impartial to all stakeholders (i.e., employees, management, and labor unions) and should be of sufficient grade or rank to effectively discharge these duties.
4. The attached draft AMC ADR plan is forwarded for your review and comments. The plan encompasses AFI requirements and existing ADR processes which will allow the bases with a current plan to modify, enhance, or expand their processes instead of developing an entire new set of processes. Bases without a formal ADR plan will have the flexibility to choose any of the defined processes suitable for their workplace dispute environment. As you develop or enhance your plan, ensure all stakeholders (i.e., MSS, EEO, JA, and affected unions) are involved to ensure successful implementation.
5. SUSPENSES:
  - a. 15 December 2004: All bases should have ADR Champions appointed in writing.
  - b. 17 December 2004: Provide comments on the draft plan to the AMC ADR Champion, Ms. Diana Hendrix, HQ AMC/A13, DSN 779-8031.
6. I strongly support the use of ADR in workplace disputes and highly encourage you to do the same.

  
JOHN W. HANDY  
General, USAF  
Commander

Attachments:

1. Draft AMC ADR Plan
2. SAF Memo, 10 Jun 04

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